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## POLICY ON POLICIES

### I. DEFINITION:

Policies are broad guidelines for making decisions and taking actions; policies state a position or philosophy.

### II. PROCEDURE:

- A. The Board of Elders shall have authority to establish church policies and procedures. At the discretion of the Board of Elders, church policies and procedures may be submitted to the congregation for input or informational purposes. The Board of Elders shall be responsible to communicate policies and procedures to the congregation and to maintain a Handbook of Church Policies and Procedures. A copy of this handbook will be kept by the Elder Secretary, The Deacon Secretary, and the Church Administrative Assistant. The handbook is available to the congregation through the church office. Potential new members of either board should be made familiar with the policies of the church and give assurance they can operate within the boundaries of those policies.
- B. Church policies and procedures related to church property, finances, and records may be recommended by the Board of Deacons. Policies and procedures recommended by the Deacons are to be forwarded to the Elders for review and, if adopted by the Elders, included in the Handbook of church Policies and Procedures.
- C. Policies should follow the standard form of:
  1. Policy Stated: A summary statement, limited to a single sentence including the broad policy statement.
  2. Procedure: All pertinent information necessary for the implementation of a given policy. This could be brief or several paragraphs long.
  3. Approval: The date the policy is approved and the board from which it originated.
- D. On a regular basis the current policies of the church should be reviewed, clarified, and if necessary, re-written. The Elders will appoint a committee responsible for the review process. All revised policies and procedures should be forwarded to the Board of Elders for inclusion in the Handbook of Church Policies and Procedures.

### III. ADOPTION:

After a Policy Recommendation concerning the church has been approved by the board and unchanged after a second reading, it automatically becomes policy.

ADOPTED: 11/18/02

VACATION/LEAVE POLICY FOR GIBSON CITY BIBLE CHURCH  
STAFF

- A. The Deacon Board shall administer vacation time provided for the Administrative Assistant and Custodial staff. The Elder Board shall administer vacation time provided for each member of the Pastoral staff.
- B. All vacation dates for Pastors must be pre-approved by the Elders. All vacation dates for the Custodial staff must be pre-approved by the deacons. Administrative Assistant(s) vacation dates must be pre-approved by the Senior Pastor in conjunction with the Deacon Board. The Administrative Assistant shall maintain a record of the vacation dates for the Pastoral staff and the Administrative Assistant/Custodial staff. Vacation dates must be submitted to the boards at least 4 weeks in advance unless it is emergency leave. Vacation time is not cumulative – it does not carry over to the following year.
- C. Vacation time is granted according to hire date.
- D. Vacation time is granted in the following manner:

- 1. Administrative Assistant(s)

Administrative Assistants shall receive one week of paid vacation and an option of one week without pay during the first year of employment. Following one year of employment, the Administrative Assistant shall receive two weeks of paid vacation per year up to the fifth year. After 5 years the Administrative Assistant shall receive three weeks paid vacation per year. After 10 years the Administrative Assistant shall receive four weeks paid vacation.

- 2. Custodian(s)

Church custodians shall receive one week of paid vacation and an option of one week without pay during the first year of employment. Following one year of employment, the Custodian shall receive two weeks of paid vacation per year up to the tenth year. After 10 years the Custodian shall receive three weeks paid vacation per year. After 15 years the Custodian shall receive four weeks paid vacation.

### 3. Pastor(s)

Pastors may be granted, at the discretion of the Elder Board, up to three weeks (including one Sunday per week) vacation during their first seven years of employment, eight years of employment they may be granted four weeks and after 15 years of employment they may receive five weeks. A Pastor's prior employment time in ministry may be considered by the Elder Board in terms of granting vacation.

- E. For purposes of administering the vacation policy, a week of paid vacation is defined as five eight-hour workdays for full-time employees. For part-time employees a week of paid vacation is defined as the average time worked during the week.
- F. No more than two weeks vacation may be taken consecutively unless pre-approved by the Elder/Deacon Board.
- G. Pastoral staff will be granted one conference week (including a Sunday) per year the cost of which is determined by the Budget Committee and approved by the Elder Board. The conference week must be approved by the Elder Board.
- H. Staff members are responsible to find substitutes to fill their positions during their absence. Such substitutes must be approved by the Elders/Deacons. A list of potential substitutes may be pre-approved by the Elders/Deacons.
- I. Emergency leave may be granted by the Elders/Deacons under emergency circumstances in a special called board meeting.
- J. Vacations are paid time. Time taken off over the limit of vacation time is not paid time unless specifically arranged for by the Elder/Deacon Board.
- K. Sick Leave/Funeral Leave

The Administrative Assistant(s) and Pastor(s) shall receive five days of sick leave annually cumulative to 25 days. Accumulated sick leave will not be paid upon termination of employment at GCBC.

The Administrative Assistant(s) and Pastor(s) shall, in the event of a death involving immediate family (parent, siblings, spouse, children - including step and in-laws, spouse's parents, grandchildren, and grandparent(s), have up to five days paid leave available.

#### L. Paid Holidays

The Administrative Assistant(s) and Pastor(s) shall receive nine paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, and Christmas. If the holiday falls on a weekend, the weekday closest to the holiday shall be taken. (Example: if the holiday is on a Saturday, then Friday shall be taken.) They shall be granted one floating holiday per year non-cumulative after three years of employment.

Exceptions: Pastors, when working on certain holidays, such as Good Friday, will receive another day in exchange. Example, if a pastor works Good Friday, then he will receive the Monday following off. The day taken off must be the next working day.

ADOPTED: July 12, 2010 Deacon

ADOPTED: October 18, 2010 Elder

## POLICY ON ELDER FELLOWSHIP AND CARING

### I. POLICY:

As undershepherds, Elders of GCBC will share the responsibilities for shepherding the members of this body.

### II. PROCEDURE:

#### A. Definitions:

1. Elders shall include the sitting members of the Board of Elders (including the Pastors) as well as non-sitting Elders provided they are willing to accept the shepherding responsibilities. Together, these are the “Shepherding Elders.”
2. Those shepherded shall include not only members of the church, but those who regularly worship and fellowship with the members of GCBC.
3. Shepherding means ministering to the spiritual and physical needs of individual members of the body.

#### D. Procedure:

1. Elders have been commissioned by the Scripture to shepherd the body of Christ. (1 Peter 5:2) *Shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness;*
2. Elders should personally seek to be used of the Lord in shepherding the body. However, it is not possible for them to shepherd every individual within the church. They will, therefore, insure that shepherding is taking place within the church through a variety of ministries such as ABFs, Small Groups, Sunday School, and various other ministry opportunities.
3. Elders should insure that new ministries which are begun within the church fit the overall purpose of GCBC and that those ministries can be sources of shepherding within the body.

ADOPTED: 10/21/02

## GENERAL MISSIONS POLICY

### I. POLICY:

Having been called by God to propagate the gospel throughout the world, we will seek to emphasize missions through prayer, sending missionaries to the field, exposing the church to missionary endeavors, and accepting the responsibility of involving ourselves financially with missionaries.

### II. DEFINITIONS:

“The Bible does not offer a formal definition of missions or the missionary. In the technical sense of the word, a missionary is a Christian messenger of the gospel of Jesus Christ, sent forth by the authority of the Lord and the church to cross national borders and/or cultural and religious lines in order to occupy new frontiers for Christ, to preach the gospel of redemption in Christ Jesus unto the salvation of people, to make disciples and to establish functioning and evangelizing Christian churches according to the command of Christ and the example of the apostles.” (George Peters, *Theology of Missions* p.248-249)

- ***M*<sup>1</sup>** Missionary: Ministers in their own culture
- ***M*<sup>2</sup>** Missionary: Ministers in slightly different culture
- ***M*<sup>3</sup>** Missionary: Ministers in a radically different culture, across geographical barriers.

### III. PROCEDURE:

- A. All missionaries being supported by the church must be under a mission(s) board approved by the Elders.
- B. A quarterly informational report shall be requested from all missionaries supported by the church and reviewed by the Missions Committee. Any concerns detected by the Missions Committee shall be brought to the attention of the Elder Board.
- C. Each missionary will be reviewed annually by the Missions Committee. The Missions Committee shall report results of the review to the Elder Board. Items for review may include a. Changes in ministry, b. Relationship with sending organization, c. Ministry effectiveness, d. Communication with our church.
- D. A Missionary Conference, organized by the Missions Committee, shall be held annually.

ADOPTED: 11/18/02



## POLICY ON MISSIONARY SUPPORT

### I. POLICY:

GCBC will financially support various missionaries and/or missionary endeavors.

### II. PROCEDURE:

A. Funding for missions comes out of the General Ministries Fund of the church. For the purpose of budgeting and reporting, money expended under Missions line items shall be subtotaled and presented as a percent of the overall budget.

B. Elders bear the primary responsibility for final approval of administering the missions' portion of the budget.

C. All missionaries being supported by the church must be under a Missions board approved by the Elders.

D. New missionaries will normally be recommended to the Elder Board through the Missions Committee. The normal procedure for the Missions Committee recommending a new missionary to the Elders will involve accumulation of information on the missionary and his/her board, interview of the missionary, and a decision for recommendation by the Missions Committee. The Elders will vote on whether or not to support the missionary and/or missionary endeavor.

E. This policy and its emphasis apply through the whole of the church.

F. All missionary offerings shall be deposited in the General Ministry Fund and disbursed by church checks. The church treasurer shall make a monthly report to the church.

G. Every member and church organization is encouraged to participate in giving to the General Ministry Fund and to not designate monies. The church cannot issue tax deductible receipts for designated gifts.

H. Organizations desiring to undertake special missionary projects must consult with the Board of Elders for suggestions and approval.

#### I. Support of Missionaries:

##### 1. Short-term Member Missionaries (old designation –Summer)

For purposes of this policy, Short-term Missionaries shall be those participating in projects lasting no more than 3 months. Individuals participating in a special or short-term project will be granted one-half the cost

up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term missions budget line item. Each project will be evaluated individually by the board of Elders.

2. Non-Career Member Missionaries (old designation – Short-term)

Non-Career Member Missionaries serve more than three months and less than three years. They will be supported at a level not greater than 25% of their total stated monthly need.

3. Career Missionaries

a. Career Missionaries are those who have committed more than three years of their time toward missionary work. (See General Missions Policy for definition)

b. Career Member Missionaries are those who have been members of the GCBC. They will be supported at a level not greater than 25% of a total stated monthly need.

c. Full Term Non-Member Missionaries are not and have not been members of GCBC. They will be supported at a level not greater than 5% of their total stated monthly need.

d. New missionaries supported by GCBC beginning in October 2009, will receive 3 months of support following the end of service (retirement) with from a mission (board). The missionary is then on their own for retirement. (So far as GCBC is concerned) We strongly encourage retirement planning be included in the budget of each missionary at the beginning of missionary service.

J. Missionary Endeavors

There are occasions when we choose to invest monies in projects and/or institutions rather than individuals. By missionary endeavors we mean missions oriented institutions and projects. They will basically be supported at the same rate as non-member missionaries. They must go through the same screening process as individual missionaries.

ADOPTED: 7/89, 4/96, 6/96.

Revised: 5/19/03, 4/19/10 (II. 3. d.)

## PROCEDURE ON SHORT-TERM MISSIONS SUPPORT

### Under Policy on Missionary Support

#### I. POLICY:

Section 9A of the Policy on Missionary Support provides:

“Individuals participating in a special or short-term project will be granted one-half the cost up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term missions budget line item. Each project will be evaluated individually by the board of Elders.”

The purpose for this Procedure is to establish guidelines for implementation of that policy with respect to Short-Term Missions Projects Support.

#### II. PROCEDURE:

- A. Funds raised by each individual for a short-term missions trip will be applied to his/her need until the individual's entire financial need is met.
- B. Funds raised by an individual in excess of his/her need will be applied to a pool for the benefit of other members participating in the same project/trip.
- C. Checks should be written out to the Gibson City Bible Church with a note attached indicating the name of the person for whose benefit it was given. These checks can be given to the individual; trip/project leader, or treasurer, and later turned in to a trip/project leader.
- D. Funds collected from special offerings for a particular trip/project will be considered separate from the Missions Committee's budget (e.g. special project funds collected during a Missions Conference).
- E. Participants in each missions trip/project are expected to first attempt to raise funds on their own before requesting financial assistance from the Short-Term Missions budget line item.
- F. The total amount of funds available to individuals under the Short-Term Missions policy of the church participants is subject to the budgeted line item amount except as the Finance Committee of the church may otherwise approve within authority granted by the elders.
- G. A deadline will be set to request funds from the Short-Term Missions budget line item prior to each trip.

- H. Individual requests for church funding of short-term missions projects at levels in excess of the set policy limits must be approved by the Elders as exceptions to policy and only upon recommendation of the Missions Committee.
- I. As to any given short-term missions trip/project, the surplus of total funds received in excess of total project costs will be first applied to restore the amount of any expenditures from the Short-Term Missions Budget Line for the year in question and any additional amounts will be added to restore the Provisions for Missions Contingency budget line item.
- J. In the event of financial shortages for short-term mission trips, the Missions Committee may recommend allocation of any funds remaining within the Frances Linn Memorial Fund for approval by the Elders.

ADOPTED: 7/19/04

## SHORT TERM MISSIONS POLICY

### I. PURPOSE:

Gibson City Bible Church engages in Short Term Missions for the purpose of obeying the Lord Jesus Christ by 1) Serving and assisting missions and missionaries around the world 2) Proclaiming the gospel of Jesus Christ in word and in deed 3) Increasing awareness in the church of the world's needs through personal contact with it.

### II. GOALS:

- A. To Encourage missionaries serving full time on the field.
- B. To Expose short term participants to the work that God is doing around the world.
- C. To Engage people in ministry by deploying their spiritual gifts, expertise, and experience in ministry around the world.
- D. To Enlarge obedience of the congregation of Gibson City Bible Church to the Great Commission of Jesus Christ.
- E. To Enhance the missionary vision of the Gibson City Bible Church.

### III. DEFINITION:

Short Term Missions Trips are those trips taken through the Gibson City Bible Church under the auspice of this policy. Such trips normally consist of at least three team members and last not less than three and not more than twenty one days and are usually done in cooperation with a missionary or mission which the church already supports either in prayer or financially. Exceptions are decided by the Elder Board in recommendation from the Missions Committee.

### IV. TYPES OF TRIPS:

Short Term Missions Trips may be cross-cultural or within the culture of the Gibson City Bible Church. All trips will normally be taken in cooperation with Missions Boards that are approved of by the GCBC Elder Board. Exceptions will be considered on an individual basis by the Missions Committee and Elder Board. Trips may consist but are not limited to the following types:

- A. Construction
- B. Evangelism
- C. Humanitarian (medical teams, clean-up teams, food distribution teams)
- D. Family Trips: Trips specifically planned in order that children may participate. Parents must participate in trips involving children under the age of 13.
- E. Adult Trips: Trips designated for those 18 years of age and older.
- F. Youth Trips

Teams must cooperate with the host missionary in terms of instructions, appropriate dress, and cultural sensitivities while serving on the field.

#### VII.PROCESS:

Short Term Missions Trips should support the overall vision for missions held by the Gibson City Bible Church. All trips must be reviewed and recommended by the Missions Committee. The recommendation from the Missions Committee is forwarded to the Elder Board for final approval. At least eight months advance notice is normally required, especially on trips outside the continental United States. Exceptions will be taken under consideration. A short term trip is deemed to be a trip sponsored by the Gibson City Bible Church upon approval of the Elder Board on the basis of the recommendation of the Missions Committee. Trip approval requires the Missions Committee and Elder Board at least be informed of:

- A. Trip Purpose
- B. Trip Destination and Duration
- C. Trip Cost and Funding
- D. Trip Leadership and Participants
- E. Trip Host Organization

#### VI. PARTICIPANTS:

All participants must fill out an application form which is submitted to the Missions Committee. The application forms are available through the church office or online at [gibsoncitybible.org](http://gibsoncitybible.org). All participants must attend team training prior to the trip. All participants must complete an evaluation form at the conclusion of each trip.

#### A. Team Leader(s)

1. Members in good standing with GCBC
2. Demonstrated ability to assume responsibility of team
3. Recommended by Missions Committee through application process
4. Spiritually, personally, emotionally mature
5. Responsibilities include but are not limited to:
  - a. Serving as liaison to Missions Committee and Elder Board from short term team
  - b. Pre-trip team planning
  - c. Appointment of financial coordinator for trip  
(other than the team leader)
  - d. Overall development of details related to trip
  - e. Coordination with on-sight host missionary
  - f. Post-trip debrief and presentation of trip to church
  - g. Leadership during the trip

#### B. Team Participants

1. Approved Applicant in agreement with the GCBC Statement of Faith: Applicants who are not believers or not part of the family of GCBC may attend short term trips depending on the nature of the trip (construction versus evangelism) and at the discretion of the Missions Committee approving applicants.
2. Have skills appropriate to trip being taken
3. Responsibilities:

- a. Gather at least 10 prayer partners
  - b. Help secure funds as planned for individual trip
  - c. Passports, immunizations, medical release forms, and medical insurance
  - d. Submission to team leader
  - e. Participation in team pre and post trip meetings
  - f. All costs associated with coming home early from a trip as a result of disciplinary actions
  - g. Costs associated with souvenirs, personal purchases or other expenses unrelated to the trip.
4. Youth Trips
- a. All youth trips must pass through the above stated approval process. In addition, the Youth Pastor will be involved in short term trip planning for the youth.
  - b. Funds gathered for youth trips are gathered as approved in this policy unless previously agreed upon by the Missions Committee and Elder Board.
  - c. Trips outside the continental United States are normally limited to those 18 years old and older.

#### IV. SUPPORT:

- A. The total projected cost of the trip will be submitted to the Elder Board via the Missions Committee as a part of the approval process of the trip. Any significant overruns should be reported to the Elders as soon as possible.
- B. GCBC discourages the use of fund raisers as a means of generating support for Missions trips. By fund raisers we would mean activities such as car washes, cake sales, and the selling of raffle tickets. Those seeking to fund short term trips should present the need to the congregation, family, and friends and prayerfully wait upon the Lord for the acquisition of support. This does not mean that those wanting to help fund a trip could not do so by working extra hours, selling goods they have baked, or other creative measures to help raise support.
- C. Those raising support must not “spam” the church directory or mailing list. The team leader must coordinate with team participants to see to it that congregational members do not receive unlimited mailings seeking support. Team members are



encouraged to also seek support by providing information about the trip to those outside the church.

- D. The team will be allowed an opportunity to present their trip to the congregation during a Sunday morning worship service for the purpose of presenting the financial and prayer needs of the trip.
- E. Funds raised specifically for the trip by individuals are to be used to offset the expenses associated with the trip on behalf of the individual. Those monies given for the trip are to be given to the Financial Coordinator as soon as possible who will:
  - 1. Keep a record of all financial transactions associated with the trip and provide that record to the Missions Committee chairman and Elder Chairman throughout the process.
  - 2. Work with the church bookkeeper to:
    - a) Deposit the funds through the church in a timely fashion.
    - b) Coordinate the record being kept of all deposits and expenditures associated with the trip.
    - c) Expend necessary funds to cover costs associated with the trip.
  - 4. Coordinate with the Team Leader in regards to expenditures necessary from the funds prior to, during, and following the trip.
  - 5. Provide a concluding report to the Missions Committee Chair and Elder Chair which demonstrates all income and expenditures involved with the trip.
  - 6. Provide, along with the Team Leader, suggestions for raising financial support for the trip.
  - 7. To help the Team Leader create and maintain a budget for the trip.
  - 8. Collect from team members the monies associated with the trip.
- F. Funds for support for short term trips are derived from three basic sources: regular budgeted fund accounts designated for short term projects, donations from those wishing to support a specific trip, and money left over from previous short term trips. Those requesting support for a short term trip recognize that monies given for that trip are not to be kept for personal expenditures or purchases and those monies left over from the trip are to be expended on future short term trips as the Missions Committee/Elders see fit.

## G. Procedure for Handling Funds

POLICY: Section 9A of the Policy on Missionary Support provides:

“Individuals participating in a special or short-term project will be granted one-half the cost up to \$500 subject to Elder Board approval of the project and the availability of funds under the short-term mission’s budget line item. Each project will be evaluated individually by the board of Elders.”

The purpose for this Procedure is to establish guidelines for implementation of that policy with respect to Short-Term Missions Projects Support.

## VIII. PROCEDURE:

- A. Funds raised by each individual for a short-term Missions trip will be applied to his/her need until the individual’s entire financial need is met.
- B. Funds raised by an individual in excess of his/her need shall be applied to a pool for the benefit of other members participating in the same project/trip.
- C. Checks should be written out to the Gibson City Bible Church with a note attached indicating the name of the person for whose benefit it was given. These checks can be given to the individual, trip/project leader or treasurer, and later turned in to a trip/project leader.
- D. Funds collected from special offerings for a particular trip/project will be considered separate from the Missions Committee’s budget (e.g. special project funds collected during a Missions Conference).
- E. Participants in each missions trip/project are expected to first attempt to raise funds on their own before requesting financial assistance from the Short-Term Missions budget line item.
- F. The total amount of funds available to individuals under the Short-Term Missions policy of the church participants is subject to the budgeted line item amount except as the Finance Committee of the church may otherwise approve within authority granted by the Elders.
- G. A deadline will be set to request funds from the Short-Term Missions budget line item prior to each trip.
- H. Individual requests for church funding of short-term missions approved by the Elders as exceptions to policy and only upon recommendation of the Missions Committee.

- I. As to any given short-term missions trip/project, the surplus of total funds received in excess of total project costs will be first applied to restore the amount of any expenditures from the Short-Term Missions Budget Line for the year in question and any additional amounts will be added to restore the Provisions for Missions Contingency budget line item.

ADOPTED: by Elders 1/16/07

## POLICY ON FINANCES

### I. POLICY:

GCBC is responsible for an orderly handling of funds, providing missionary support, and the provision of annual reports indicating stewardship of church funds.

### II. PROCEDURE:

- A. Monies collected by the GCBC will be deposited in the General Ministries Fund unless such monies are designated for Elder/Deacon approved funds such as the Building Fund.
- B. Funds will be deposited on Sunday following worship services. Two individuals appointed by the Deacon Board will jointly deliver the money at the bank's night depository.
- C. The Administrative Assistant/Bookkeeper is responsible for counting and depositing the funds in the church's bank account.
- D. Disbursements from funds are to be made by virtue of church checks written by the Administrative Assistant/Bookkeeper and signed by the church Treasurer. Disbursements are controlled by the Elder/Deacon Board from a budget approved by the congregation. Ministry leaders are responsible to answer for expenditures from line items on that budget.
- E. The Church Treasurer is appointed annually from the Deacon Board. His job is to sign the church checks and to present monthly financial reports at the Deacon Meetings.
- F. Funds of GCBC can only be established through the Elder/Deacon Boards.
- G. The investment of funds into things such as Certificates of Deposit, Interest bearing Money Market accounts and other such accounts takes place by recommendation of the Deacon Board.
- H. All Funds received and expended by GCBC will be subject to an annual audit as provided by the Deacon Board.
- I. No checkbooks will be maintained by ministries within GCBC.
- J. Contributions made to GCBC are to be kept confidential.

- K. Those contributing on a regular basis are encouraged to give through the envelope system. Envelopes are provided by the church to those who wish to use them.
- L. A receipt of contributions will be distributed to individual contributors in January. Those who give in cash without envelopes may not expect a record of their giving to be kept.
- M. A record of contributions will be kept in the church office and available for an annual audit supervised by the Deacon Board. The Deacons may also request “spot” checks of church checkbook activity.

ADOPTED: 5/19/03

## MEMORIAL GIFT POLICY

### POLICY:

The church will maintain a fund entitled Memorial Gifts.

### XIV.PROCEDURE:

- A. Monetary gifts will be placed in the Memorial Fund through designated offerings.
- B. Expenditures from the Memorial Fund are made by the Deacon Board with consideration given to those in whose name the gifts are made. This does not mean, however, that prior approval from the said family is necessary for expenditures or that the families have control over monies in the Memorial Fund.
- C. Prior approval of the Deacon Board shall be required for gifts other than monetary gifts.

ADOPTED: 7/21/03

## SPECIAL OFFERING POLICY

### I. POLICY:

Special offerings will be received at various times through the GCBC.

### II. PROCEDURE:

- A. Special offerings normally provided for are Thanksgiving, Christmas, and Easter. There may be certain years when these offerings are not received at the discretion of the Elder Board.
- B. The Deacon Board will recommend to the Elder Board the designation of the Thanksgiving and Easter Offerings.
- C. The Christmas Offering will be divided among member missionaries and pastoral staff, at the discretion of the Elder Board.
- D. Other special offerings may be taken during the year. Such offerings must be approved by the Elder Board.

ADOPTED: 7/21/03

## POLICY FOR CURRICULUM APPROVAL

### I. POLICY:

All curriculum used in the ministries of the GCBC should be in agreement with the Statement of Faith of the church and should be helpful for the edification of believers and evangelization of the lost.

### II. PROCEDURE:

- A. Definition: For the purpose of this policy, the word “curriculum” encompasses any material, including audio, video, and written, which is used for the purpose of teaching and/or study in ABFs, Sunday School, Small Groups, Wednesday Evening Studies, and any other GCBC endorsed setting in which teaching and/or study takes place.
- B. Approval: All curriculum will be reviewed by the Elder Board or its designee. Final approval of curriculum lies with the Elder Board.
- C. Review: Packaged curriculum (such as RBP, Accent, Cook) which is already in use will be reviewed at least every 3 years by an Elder Board appointed review committee.
- D. Budget: The cost of material outside of pre-approved and/or packaged curriculum may be charged to the student. The church may pay for materials certain students cannot afford. The church may choose to pay for a portion of a given curriculum. All such financial decisions will be made by the Elder Board and/or its designee in cooperation with the Budget Committee.

ADOPTED: 8/19/02



## INTERIM POLICY ON CHILD SAFETY AND SECURITY

### I. POLICY:

The Gibson City Bible church shall make all reasonable and prudent efforts to (1) protect all children in attendance or under the care of the church from any kind of abuse and (2) protect workers from false accusations.

### A. DEFINITIONS:

1. For the purposes of this policy, children are defined as those persons from birth to age 18.
2. Activities of the church shall include any authorized event within the church buildings or at any other location or during transportation to or from such an event.

### B. PROCEDURES:

3. Ministries of the church shall have a minimum of two adults present at every authorized church activity for all children through age 18.
4. No church worker shall be alone with a child in a classroom or vehicle. All one-on-one counseling shall be performed in a room with a window or an open door or in a large open area where the counselor can be observed at a distance.
5. In a temporary situation when two adults are not in a classroom, a door to that room will remain open. Ministries of the church shall provide periodic supervision and overview of classroom activities.

ADOPTED: 11/18/02

## WORSHIP

### I. POLICY:

Special music must be worshipful, it must fit the theme of the worship service, it must be a ministry and not a performance, and it must be worthy of being broadcast over the radio.

### II. PROCEDURE:

- A. Definition: Special music includes any music, instrumental or vocal, presented in the church during a regularly scheduled worship or special service.
- B. Participants: Those ministering special music are coordinated through an Elder Board appointed individual. The coordinator will maintain a list of individuals available for special music.
- C. Activities: The musicians and the special music coordinator must communicate with the teaching pastor regarding the worship theme. The special music coordinator is responsible to screen, select, and invite musicians and evaluate them for content and quality.

ADOPTED: Elder Board 2/10/97

## MARRIAGE POLICY

Marriage is not an institution created by man, but by God. Genesis 2:21-24 states, *So the LORD God caused a deep sleep to fall upon the man, and he slept; then He took one of his ribs, and closed up the flesh at that place. {22} And the LORD God fashioned into a woman the rib which He had taken from the man, and brought her to the man. {23} And the man said, "This is now bone of my bones, And flesh of my flesh; She shall be called Woman, Because she was taken out of Man." {24} For this cause a man shall leave his father and his mother, and shall cleave to his wife; and they shall become one flesh.* The Lord Jesus Christ reaffirmed the sacredness of marriage by referring to the above text and stating that *"So then, they are no longer two but one flesh. Therefore what God has joined together, let not man separate."* (Matthew 19:6) As the creator of people and of marriage, God knows what is best for a successful and fulfilling marriage. It is to the Bible that we look, therefore, to discover what the plan of God is for marriage. Our goal is to discover and follow God's will in marriage. As a church, we seek to have the highest regard for this institution that is sacred by virtue of its being God's creation. It is understood that people do not have to come to a church to be married. The state can provide the contractual agreement necessary to make a man and woman husband and wife. However, the state and the church view marriage very differently. For this church, marriage by the church is not simply a means to providing a beautiful ceremony at which the minister presides. It is a holy event which calls upon the Creator God to superintend and to bless. It is the recognition of His word. Marriage is an act of worship meant to glorify God, not just a legally binding ceremony. Marriage is the coming together of two lives under God in a covenant relationship in obedience to the Bible till death does them part.

Therefore, with a deep sense of reverence toward the Lord and humility toward men, the following matters need to be considered by the couple requesting marriage:

### I. WEDDING FORMS

A set of forms that are obtainable through the church office (also found on the church web site: [gibsoncitybible.org](http://gibsoncitybible.org)) should be completed as soon as the couple determines that they desire to be married in the Gibson City Bible Church. The submission of these forms *only initiates* the process of moving toward a wedding ceremony in the Bible Church. The submission of the form is not an automatic approval of the date and the ceremony. The date must be cleared through a building usage committee and the processes involved in this policy must be fulfilled.

### II. WEDDING DATES

Every effort will be made to provide the church building to the couple on the date that they choose for their wedding. However, there are certain precedents that

may prevent use of the church building on a given date. It is up to the couple to check with the Administrative Assistant concerning available dates. It is requested that Saturday weddings which include receptions at the church take place no later than 4:00 p.m. Receptions may be held at the church provided they fit within the parameters of this policy (see below).

### III. PERFORMANCE OF WEDDINGS WITHIN THE GIBSON CITY BIBLE CHURCH

The actual building housing the Gibson City Bible Church is not the “house of God” in the sense that God lives there. However, it is a facility set aside for public worship and is meant to be an instrument to be used to the glory of God. What does take place there should reflect our belief in Who God is and what He is like. The following restrictions in no way mirror an attitude of arrogance on our part, but rather, an effort to honor the Lord in our conduct concerning these matters.

- A. Pastor’s Services: The pastors of this church are the only ones authorized to arrange weddings. If a family desires to ask another clergyman to assist in the service, such a request will be made known to the GCBC Senior Pastor. The Senior Pastor reserves the right to approve/disapprove the selected outside clergy. Adequate and biblical pre-marital counseling must be demonstrated to have taken place if GCBC staff does not provide that counseling.
- B. Music: Music used should be consistent with the spiritual nature of Holy Matrimony. The use of the GCBC sound system requires the use of a GCBC sound technician. That technician must be in attendance at the wedding rehearsal.
- C. Receptions: Wedding receptions may be held in the church. The reception shall be limited to the café and narthex areas only. The Administrative Assistant keeps the master schedule and MUST be contacted concerning reception dates.
  - 1. Wedding parties may use GCBC tables, chairs, coffee makers, punch bowls, cooking and serving utensils during receptions.
  - 2. The narthex, café, library, reception desk, worship center, kitchen, and all other rooms must be placed back in their original set-ups following weddings and receptions. Arrangements must be made with the church custodian to insure everything is set back in place following the wedding/reception. Arrangements must be made with a GCBC sound tech for platform tear down and set up. These arrangements can be made through the church office.

3. All items brought for decorations must be taken from the church following the wedding/reception unless prior arrangements have been made through the church office. This includes floral decorations. We have very limited storage capacity at the church.
  4. The church will not provide paper products and food stuffs (including coffee, tea, sugar or cream). Please do not use the church's paper products.
- E. Ushers: The Wedding Party is requested to furnish at least two of their people to act as ushers to direct guests to their seats. The seating capacity of our auditorium is 500.
  - F. Pictures: Photographers are expected to work in coordination with the officiating pastor. Photography from the audience is prohibited unless specified otherwise by the bride and groom.
  - G. Smoking: Guests are asked to refrain from smoking anywhere inside the church.
  - H. Alcohol: The use of alcohol is prohibited in and around the building.
  - I. Rice: The throwing of rice is prohibited. Bird seed is welcomed, but restricted to the outside of the building.
  - J. Flowers: The florist should coordinate with the church Administrative Assistant when flowers are to be delivered. Flower petals strewn down the aisle must be silk.
  - K. Remuneration's: Compensations are to be made at the time of the rehearsal. Please see the following attached sheet for guidelines concerning payments.
  - L. Wedding Coordinators: It is recognized that wedding coordinators can and do perform a valuable service. They must be put in contact with the pastor no later than a month before the ceremony. The officiating pastor maintains the right to write the basic wedding service and officiate at the rehearsal.
  - M. Changing rooms: It is possible to arrange certain rooms in the building to be used as dressing/changing rooms. Please note that the church does not own dressing mirrors. It is requested that food not be brought into the changing rooms. These must be arranged for prior to the day of the wedding.

#### IV. PROHIBITIONS OF MARRIAGE IN THE GIBSON CITY BIBLE CHURCH FACILITIES

The following may hinder us from performing a public ceremony:

- A. Any couple living together and/or actively engaging in sexual activity and who are unwilling to break off that relationship. Couples living together will either be asked to separate or to be married immediately in a private ceremony. Those engaged in immorality will be asked to repent. A pregnant bride may be asked to have a private ceremony.
- B. Any couple of which one does not profess to know Christ. It is NOT enough to make a profession simply to get married. Marriage is a bonding together physically, emotionally, and spiritually. A lack of the essential building block of marriage (spiritual) is counter to all this church believes and teaches. The Scripture does directly address this issue.
- C. Divorce which is counter to Biblical guidelines. Any person wishing to be married who has been divorced needs to be willing to discuss that divorce with the officiating pastor. This does not mean the pastor needs to know explicit details, but reasons for the divorce need to be established.
- D. Obvious incompatibilities. The officiating pastor may determine from counseling that couple that they should either wait or indefinitely postpone their marriage.

## V. PASTORAL COUNSELING

Couples wishing to be married must become involved in pastoral counseling. The amount of counseling involved and the times when the counseling takes place shall be arranged at the discretion of the pastor in cooperation with the couple. Please note that the pastor is not a psychiatrist, a psychologist, or a professional therapist. His counseling will reflect a strong emphasis on what the Scripture has to say about marriage. The counseling will normally cover topics such as communication, finances, what the Bible teaches about marriage, and other pertinent topics.

GIBSON CITY BIBLE CHURCH  
WEDDING FORM

This information is important in the formulation of wedding plans.

Please complete and return as soon as possible.

\*\*\*\*\*

**Groom** \_\_\_\_\_ Member: yes \_\_\_ no \_\_\_

Present Address \_\_\_\_\_  
(street) (city)

\_\_\_\_\_ (state) (zip) (phone)

E-Mail \_\_\_\_\_

**Bride** \_\_\_\_\_ Member: yes \_\_\_ no \_\_\_

Present Address \_\_\_\_\_  
(street) (city)

\_\_\_\_\_ (state) (zip) (phone)

**E-MAIL:** \_\_\_\_\_

**REHEARSAL:** \_\_\_\_\_  
(date) (time)

**WEDDING:** \_\_\_\_\_  
(date) (time)

**RECEPTION:** \_\_\_\_\_ (at the church) \_\_\_\_\_ (not at the church)

WEDDING COSTS:

Use of Church Facility	150.00	Members (Suggested Donation)
	300.00	Non Members
Pastor (at your discretion)		
Custodian	75.00*	
w/reception	125.00	
Organist	75.00	
Sound Room Technician	50.00	

TOTAL \$ \_\_\_\_\_

NOTE: The \$75.00 custodial fee is not an optional fee. You can opt to clean the building yourselves following the wedding/reception. But, the custodian must still be paid the \$75.00 fee and be involved in insuring the building has been set back in proper order. If you choose to do your own clean up, you still are responsible for setting back tables, chairs, and any other items which you have arranged to have moved for your wedding.

COST FOR THE CHURCH FACILITY SHOULD BE PAID AT THE CHURCH OFFICE 2 WEEKS PRIOR TO THE WEDDING. ALL OTHER COSTS SHOULD BE PAID AT THE REHEARSAL WITH SEPARATE CHECKS TO EACH INDIVIDUAL.

Pastor \_\_\_\_\_

ADOPTED: December 13, 2007      Deacons  
ADOPTED: March 18, 2008        Elders



## MARRIAGE COUNSELING

Paul Thomason

### I. DISCLAIMERS:

- A. I am not a professional counselor, but I do believe the Bible provides clear and relevant instructions for marriage.
- B. You must covenant together to be totally honest during this time together. Anything less will make this counseling ineffective and begins your marriage in untruth.
- C. The goal of our time together is not to answer every possible question that could be raised concerning marriage. Rather, it is to lay a foundation that I hope you can build on.
- D. If, in the course of counseling, it becomes obvious to me that you should not be married, I will tell you so. It is up to you to then either wait, or find another minister.
- E. I want to do all that is within my power to help in anyway I can. Please feel free to call, write, or come by whenever you sense the need.

### II. APPROACH:

- A. During Session A, we will seek to establish a biblical definition of marriage. We want to ask the pertinent question of why you want to be married. We also need to establish the God-given purpose of marriage. Finally, we will ask about what your expectations are in your marriage.
- B. During Session B, we will continue our discussion of expectations. We will then move on to Roles and Responsibilities as they are given in the scripture.
- C. During Session C, a discussion on communication, finances, and intimacy will take up our time. Compatibility will also be discussed.
- D. Following each Session, we will spend some time in planning the marriage ceremony itself. It is very helpful if you have a basic ceremony in mind when you come to see me.

Your discussion and input is helpful and necessary for these times to be effective. Please see this as an opportunity to begin your marriage in the best possible way. NOW is the time to talk about those things that may become issues for you later. Disagreement with me is fine. Again, honesty is the key to opening the door to functional counseling.

NOTE: I reserve the right to digress from the above outline when necessary.

## PASTORAL/STAFF COUNSELING POLICY

### I. POLICY:

Pastors and Staff may provide counseling to those who seek it.

### II. DEFINITIONS:

- A. Pastors are those hired by the church to serve in a pastoral role. For the purpose of this policy, staff may include those who serve in leadership on a voluntary basis such as the chair of the Women's Ministry.
- B. Counseling may entail such things as encouragement, suggestions, confrontation, Biblical study, and prayer. Counseling is not to be taken as a professional service or equated with the type of work done by those who are professionally trained as counselors.

### III. PROCEDURES:

- A. Those coming to be counseled will be instructed that the Pastors and Staff of the GCBC are not psychiatrists, psychologists, or therapists and the thoughts shared during counseling does not reflect professional training in those areas.
- B. Those coming to be counseled may be referred to a professional counselor if, during the course of time spent with a pastor or staff, it is discovered that there are issues which demand professional attention.
- C. Counseling shared by pastors and staff of GCBC will seek to come from a biblical perspective because we believe the Bible does have the answers for life and its problems.
- D. Those providing counseling will not, under any circumstance, counsel people of the opposite sex unless there are other people immediately present (such as in the next office). Pastors and staff will not counsel someone of the opposite sex behind a closed door unless that door has a window through which others can see.
- E. Those providing counseling shall not provide long term counseling (over 5 sessions) unless such an extension is approved by the Elder Board.
- F. No sexual contact of any kind is allowed between individuals involved in counseling. This involves such things as kissing, inappropriate hugging, inappropriate touching, and sexual intercourse.

- G. There is no charge for counseling. It is offered as a part of the ministry of the church.
- H. Confidentiality will be maintained as much as possible. However, information that is shared and is criminal in nature may be revealed to appropriate sources.

ADOPTED: 9/15/03

## GCBC KEY DISTRIBUTION AND USE POLICY

1. Different Keys Open Different portions of the GCBC building:
  - A Key: Opens all interior doors.
  - B Key: Opens all interior doors except offices and Sound Room.
  - D Key: Opens only the sound room door
  - Front Door Electronic Entrance: Magnetic Key fobs
  - Front Door Hard Key: Opens front door
2. Those receiving keys:
  - A. Office Personnel and Custodial staff shall receive A keys, and a magnetic key.
  - B. The Elder Chair and Deacon Chair shall receive A keys and a magnetic key.
  - C. A “key person” appointed by the Deacon Board shall receive an A key and a magnetic key.
  - D. The Wednesday Night Children’s Director and Youth Leader shall receive a B key and a magnetic key.
  - E. The Worship Leaders shall receive a magnetic key, and an A key.
  - F. Those needing access to the building, other than during office hours, shall be provided keys and/or key codes as determined by the Deacon board or its designee. This may include teachers, deacons, kitchen workers, and those outside the church who are using the facility.
  - G. There are 4 Front Door hard keys. The Deacons will approve 2 of the keys to be held by church members that live nearby in the event the magnetic entry system fails. The other 2 keys are held by the Gibson City Police Department and the Gibson City Fire Department.
3. Key Controls
  - A. Keys may not, under any circumstances, be duplicated.

- B. Keys will be “checked out” to individuals. Persons receiving keys must fill out a card containing their name, home phone, and address. Magnetic keys and codes will be canceled at the discretion of the Deacon Board and if someone leaves the church and does not turn in their key.
- C. Extra keys will be stored in a designated location by the GCBC Administrative Assistant.
- D. A card catalog of keys will be maintained by the GCBC Administrative Assistant. The card will contain the following information: the person’s name, address, work and home phone numbers, and the key assigned to them. (In this case the word “key” also represents keypad numbers and electronic key fobs) The card will also contain the date the key was received and the date the key was returned.
- E. If a key is lost or stolen the key number will be recorded as lost or stolen. A new key with a new number will be recorded in the key log. If the lost/stolen key is recovered, the old key will be given to the individual and the new key turned in.
- F. Electronic key fobs will be assigned within five working days that a written request is submitted. The person receiving an access code must be acquainted with the building usage policy.

ADOPTED: 12/15/03

REVISED AND ADOPTED BY DEACONS: 7/13/09

## POLICY ON FACILITIES USAGE

Uses of the property and facilities of the Gibson City Bible Church are subject to the terms of this policy. This policy is recommended by the Deacons and approved by the Elders. Deacons are assigned responsibility to administer this policy according to its terms. This policy is administered by the Deacons.

### I. FACILITIES USAGES

1. The facilities of the Gibson City Bible Church are dedicated to the glory of God. This means that GCBC seeks to steward the facility to the best of its ability in ways that best honor the Lord. While this does not mean all activities which take place within the confines of the building and/or grounds must be “religious” in nature, it does mean activities within the building would be expected to be things which are not illegal, lewd, immoral, etc. However, we do hope the facilities can be used by the church and the community to the good of both. With that in mind, please note the following:
  - A. Any multi-media (music, PowerPoint, videos, etc.) used in events in the building or on the church grounds must not contain profanity, sensuality, or perversity. Pastoral Staff, Worship Leaders, Elders and Deacons reserve the right to preview any multi-media used. The preview needs to occur at least 24 hours prior to the event. If it is deemed inappropriate, a more suitable substitute will be required.
  - B. If multimedia is used and run through our multi-media center, it will be necessary for our technicians to operate the GCBC equipment. This may require remuneration to that individual.
  - C. Religious events (weddings, funerals, baptisms, etc.) must be coordinated through the Senior Pastor of the GCBC. That is, he does not necessarily have to officiate at the event, but he shall be consulted in regards to the content of the event.
  - D. Alcohol, tobacco, and illegal drugs are not permitted on church premises – either the building or the grounds.
2. It is expected that anyone using the GCBC facilities will recognize that the facility should be maintained in the best possible condition. With respect to church-sponsored uses, damage caused intentionally or by neglect of supervision, or due to misuse of facilities and properties may result in GCBC seeking compensation for that damage. Any damage to the property, facilities or

equipment incurred in the course of uses other than those sponsored by the church will be the responsibility of the person or persons authorized to use the property or facilities. Any damages, injuries or unusual incidents must be reported the day that such damage occurs.

3. All activities must be coordinated through the church office. This includes usage by outside groups such as the local schools and usage by those within the church such as anniversary celebrations, weddings, sports activities, fellowship meetings, etc.
4. The resources of GCBC include the building and grounds. Application can be made for a portion or the whole of these resources. Requests can be made to use one or more of the sports fields, the auditorium, or kitchen facilities.
5. The facilities may not be used for personal gain or any commercial purpose or for any purpose contrary to doctrine or other policies of GCBC.

## II. RESERVATION OF FACILITIES

1. The ministries of the Gibson City Bible Church take priority in terms of the use of resources. The ministries of GCBC place a significant demand on the church facilities, especially mid-week and on the weekends. Wednesday evenings and Sunday mornings and evenings are already reserved except in rare occasions. Saturday uses that extend past 6:00 p.m. are to be avoided to enable time for cleanup for Sunday morning. Saturday uses of the Worship/Activity Center that do not conclude by 6:00 p.m. will require that chairs be set up for Sunday worship in accord with the diagram attached as Exhibit A or incur an additional charge of \$150.
2. Applications for all building uses are to be made on the Facilities Use Request form attached as Exhibit B. Applications (other than for uses for approved ministries of the church) must be received in the church office at least 45 days prior to an event. Any exceptions must be approved by the Deacon Board. Applications can be obtained through the church office or online at [www.GibsonCityBible.org](http://www.GibsonCityBible.org). No use may be reserved for more than twelve months prior to the intended use.
3. Facilities reservations should be submitted through the church office to the building use coordinator. Approval of building use for uses other than the ministries of the church is the responsibility of the Deacon Board in consultation with the Elder Board. GCBC reserves the right to accept or decline any

application for the use of its resources. In deciding which outside uses to approve, the church will be guided by the examples set forth at Exhibit C.

4. Notice of acceptance or rejection of the application will occur by mail, e-mail, or phone as soon as the appropriate board has dealt with the application. **A reservation has not been accepted until the required deposit is received by the church.**

### III. FACILITIES USE REGULATIONS

1. All events, including church-sponsored events, must be placed on the activities calendar and cleared through the church office.
2. The user of the facilities will agree to assume full responsibility for the use and final condition of facilities and equipment used. Use of alcohol and tobacco is forbidden on the church property. The user is responsible for set-up and takedown as appropriate to prepare the facilities for their next intended use.
3. Users will be given a copy of this policy and shall agree to release all the church and individuals in leadership within the church from any and all liability arising out of the use of church facilities or equipment.
4. Individuals or groups of individuals under the age of 18 must have adult supervision adequate to the age, number of youth and the nature of the use.
5. Individuals (including church family) or groups wishing to use the facilities on a one-time or regular basis shall make application for such usage. The aims and goals of the using group shall be considered in light of the overall purposes and ministries of GCBC.

Users granted permission to use the facility shall:

A. Make a damage deposit as follows:

- \$150 in the form of a check for uses by members of the church family (including members and regularly attending non-members)
- \$250 for all other uses.

B. Use the facility according to the rates set forth on the attached Schedule of Charges (See Exhibit D.)



- C. Have present with them during set-up, takedown, and the actual event – a representative identified and acceptable to the church. Such representative shall possess the necessary keys and have access to the necessary equipment needed by the user.

Damage Deposits will be refunded no sooner than five days following the event, net of applicable charges, if any.

- 6. Weddings are not covered by this policy. Those making application to use the facility for a wedding must use the wedding application which is available through the church office or on the church web site at GibsonCityBible.org.
- 7. Tables and chairs may not be taken from the building. This also includes all other resources used within the facilities – such as kitchenware, nursery furniture, etc.
- 8. Responsible representatives of those using the facilities may be given a numeric code which opens the front door of the church. That code will be disabled immediately following the event (such as a wedding). The person responsible for the event shall insure that all lights, doors, and other needs are taken care of before leaving the building.
- 9. Phones are available for use during activities in the building. However, long distance phone calls are not permitted except in emergency situations.
- 10. Exceptions to usage charges:
  - A. Will be made (other than for clean-up and AV charges) in the case of 25<sup>th</sup>, 50<sup>th</sup> or 60<sup>th</sup> wedding anniversary celebrations of church family;
  - B. may be allowed (reduced or waived entirely) by the Board of Elders with respect to uses deemed to be in furtherance of the mission of the church and on a case-by-case basis.

**ADOPTED:**

Deacons: 12/8/03

Elders: 12/15/03

Revised: 4/20/2009 by Elders

**Exhibit A****[Procedures for Setting up 440 Chairs]**

The number of chairs per section is as follows:

The two middle sections have 12 rows each with 10 chairs in each row, totaling 120 chairs each.

The outside sections are angled and have 11 rows totaling 100 chairs each.

The back seven rows have 10 chairs in each row.

The 8th row has 9 chairs.

The 9th row has 8 chairs.

The 10th row has 7 chairs.

The 11th row has 6 chairs.

**Set-up Procedures:**

A screw is located in the wall near the floor behind and left of the 2nd, 3rd, and 4th sections as you look toward the stage. A second screw will be located directly opposite of each screw below the first step in front of the stage.

Begin with the 2nd section. Place the laser on the floor to make a line on the floor between the two screws from the back wall to the front of the stage.

Place 3 chairs spaced about 8 feet apart to the right of the laser line along the line of the basketball court nearest the back wall. Lay the chair frame on the floor in front and against the 3 chairs. This is the beginning of the 1st row. The first chair in the row is placed directly right of the laser line in front of the frame looking toward the stage. Place 10 chairs in the row.

Move the chair frame to the front of the row and repeat the procedure 11 more times for a total of 12 rows of 10 chairs.

Repeat procedure for the 3rd section, starting with the second set of screws, for 12 rows of 10 chairs.

Repeat the laser location for the 4th section at the third set of screws. The 2 outside sections are angled and have a black marks on the floor indicating the location of the 1st and 10th chair and the angle of the row. The front leg of the 1st chair is placed directly over the mark nearest the laser line and the front right leg of the 10th chair is placed directly over the far right mark. Place the remaining 8 chairs between the other two and use the chair frame to line up the row from the back of the chairs.

Place the chair frame in front of the row to start the second row. Position the 1st chair in the second row immediately right of the laser line and in front of the frame; add 9 more chairs. Repeat the process for five more rows, for a total of seven rows.

For the next 4 rows, remove one additional chair from the right side of each row until the 11th row has only 6 chairs.

Procedure for the 1st section: Place the laser between the double doors located at the south end of the worship area and aim toward the “smiley face” on the storage door to the left of the stage.

Locate the 2 black marks on the floor and place the 1st and 10th chair on top of the marks. The front left leg of the 1st chair should be placed over the 1st mark and the front leg of the 10th chair over the second mark.

Repeat directions provided for section 4 until the 8th row. Beginning with the 8th row, remove an additional chair in each row on the left side of the section, maintaining a straight line along the right side of the 11 rows.

**Exhibit B**

**Gibson City Bible Church  
Facilities Use Request Form**

*To be filed at least 45 days prior to event*

(NOTE: A separate request form is required for weddings)

Name of Applicant  
(Organization or Individual) \_\_\_\_\_

(If organization) Authorized Representative \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of requested use: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

Purpose for Building Use: \_\_\_\_\_

\_\_\_\_\_

- Requested Facilities:  Worship/Activity Center floor (and basketball/volleyball equipment),  
 Stage,  Sound System (requires GCBC Tech),  Narthex/Café Area,  
 Cafe Coffee Service for \_\_\_\_,  Kitchen,  Nursery/Toddlers,  
 Classrooms [Specify room number(s)] \_\_\_\_\_,  
 Other  
facilities: \_\_\_\_\_

By signing below I represent to the Gibson City Bible Church ("Church") that, if the applicant is an organization, I am an authorized representative of that organization with authority to make these commitments in its behalf, that I have received and reviewed a copy of the Building Use Policy of Church, and I (individually and/or in behalf of the organization) accept responsibility for property damage to the property, facilities and equipment of the Church and will hold harmless and defend the Church, its officers, agents and employees against any and all claims for personal injury or property damage asserted to have arisen or incurred in the course of such use(s) (EXCEPT to the extent such claim is caused by the negligence of Church, its officers, agents or employees) and agree to provide evidence of insurance or other financial capacity upon request.

Applicant's Signature: \_\_\_\_\_

Contact Person if Different from Applicant: \_\_\_\_\_

Phone (if Different from Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

The attached guidelines are to be followed in cleaning up.

(For Office Use Only)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

## **CHURCH CLEAN UP GUIDELINES**

We recommend that when you obtain your building entry code from the secretary that you also meet with the custodian to show you where the clean up supplies are stored. We expect you to leave the facilities in the condition you found them.

### **CARPETING**

Please vacuum the areas you used. If any stains result that cannot be cleaned up or that stain remover will not remove, please notify the custodian ASAP so steps can be taken to clean the stain.

### **CHAIRS**

Whenever the blue cushioned chairs are used, be sure they are cleaned off before putting away.

### **DOORS**

You are responsible for seeing that all doors are locked before you leave.

### **BATHROOMS**

Please make sure bathrooms are clean, toilets flushed, full garbage bags removed, and ample towels and toilet paper remain. Garbage bags are available on the kitchen counter or in the custodian's closet.

### **GARBAGE CANS**

Please remove garbage bags that are mostly full so ample space is available for the next activity. Full garbage bags should be tied and placed in the dumpster on the northeast side of the church.

### **KITCHEN**

1. Please bring your own paper products and plastic utensils for use in a meal unless other agreements have been made. Do not leave excess paper products or plastic utensils.
2. Any cooking utensils or dishes used from the kitchen should be washed and put away before leaving. If you don't recall where a particular item belongs, leave it on the counter rather than put it away in an incorrect cupboard.
3. If dishtowels and dishcloths are used, they must be taken home and washed and returned promptly.
4. Please do not take home any items belonging to the church (except for item #3).
5. Please do not leave leftover food behind unless it is to be used for a specific event and is so marked.
6. Plastic tablecloths must be washed off and dried before they are put away in order to avoid molding.
7. Please leave the stovetop, ovens, countertops, and sink clean.
8. Please use a cutting board whenever food preparation requires cutting or chopping (found in drawer on left side of sink closest to the stove). These can also be used to place hot dishes on.

**Exhibit C**

**Guideline for Facilities Uses**  
Uses We Permit/Uses We Refuse

Examples of Uses We Permit

- Meetings of GCBC Ministry Groups
- Not-for-profit Christian Organizations
- Soccer Team Banquet
- Para-church groups whose doctrine and ministry are compatible with the ministry and doctrinal positions of the church.

Positive Factors

- GCBC Ministry Sponsorship
- Kingdom Purpose
- Doctrinal support
- Fees charged to cover cost only
- Charitable/Educational Purpose
- Community Outreach/relations/development
- Use by other like-minded churches
- Ministry Initiative of GCBC Family

Examples of Uses We Won't Allow

- Worship for non-Christian groups

Negative Factors

- Fees to profit from use of GCBC facilities
- Doctrinal Conflict

**Exhibit D****GCBC - Drummer Creek Facilities Uses - Schedule of Charges**

	Facilities Usage		Cleanup
	Outside Uses	GCBC Family*	
<b>Narthex/Café area (usage charge and/or cleanup charge may be required for "program events" involving the Worship/Activity Center)</b>			
Evening or Half Day**	100	60	50
All Day (does not include evening)	200	120	50
Café Coffee Service (\$1.00 per capita -- members & non-members)			
<b>Kitchen</b>			
Evening or Half Day**	50	30	50
All Day (does not include evening)	100	60	50
<b>Worship/Activity Center (w/o Stage and w/o AV)***</b>			
Evening or Half Day**	150	90	50
All Day (does not include evening)	300	180	50
(Depending on use, clean-up charge for the Narthex may be required)			50
<b>Worship/Activity Center WITH STAGE (w/o AV)***</b>			
Evening or Half Day**	200	120	50
All Day (does not include evening)	400	240	50
(Depending on use, clean-up charge for the Narthex may be required)			50
<b>AV Usage in Worship/Activity Center (Requires/Includes GCBC Sound Tech)</b>			
Evening or Half Day**	100	100	
All Day (does not include evening)	200	200	
<b>Use of Nursery/Toddler Area</b>			
Evening or Half Day**	50	30	30
All Day (does not include evening)	100	60	30
<b>Use of Classrooms (per classroom)</b>			
Evening or Half Day**	25	15	20
All Day (does not include evening)	50	30	20
Use of TV/VCR/DVD (per evening/half day)	15	9	
<b>Outside Facilities (including access to restrooms at North Door)</b>	(case by case basis)		
<b>Damage Deposit (Reservations are not final until deposit is received by the church)</b>	<b>\$250</b>	<b>\$150</b>	
<b>Charge for failure to set up chairs in worship center***</b>	<b>\$150</b>	<b>\$150</b>	

\*GCBC Family includes members and regular attending non-members

\*\*Charges for use of the church are in minimum four-hour blocks - a morning, an afternoon or an evening.

"All-day" charges are for two "half-day" periods. Charges for use of the building all day and an evening is the same as three-half-day periods.

## POLICY ON FINANCE COMMITTEE

### I. POLICY:

A Finance Committee will exist in order to better provide for coordination in the management or oversight or supervision of church financial resources.

### II. PROCEDURE:

#### A. Members:

1. The Finance Committee shall consist of four members, two Elders and two Deacons.
2. The Members of the Finance Committee shall be appointed by the Elder Board.
3. The church Treasurer shall be a member of the Finance Committee.
4. The Elders shall designate the Chairman of the Finance Committee.

#### B. Terms:

1. The Chairman shall serve a 3-year term. He can be reappointed to the committee following a 1-year absence or at the discretion of the Elder Board.
2. The three other appointed members shall serve 1-year terms.

#### C. Purposes:

1. To develop annually, with the input of Ministry Leaders, a Capital Budget which will be proposed to the Elder Board and recommended to the congregation for approval at the Annual Meeting of the church.
2. To administer and oversee the finances of the church in behalf of and within limits set by the Elders and in doing so to exercise financial control against the budget.
3. To exercise authority for approval of ministry and capital expenditures in excess of budgeted line-item amounts, and to report the same to the Elders and, with respect to property and facilities, to the Deacons.



4. To provide ongoing coordination between the Deacons and the Elders with respect to property and facilities issues as they arise.
5. The Finance Committee answers directly to the Elder Board and is not a policy making committee.

The current Finance Committee (previously the Budget Committee) of the church is at once reconstituted with membership and clarified authority as follows:

A four-member Finance Committee shall be appointed annually by the Elders and shall include two Elders and two Deacons, one of whom shall be the Treasurer of the Church. The Elders shall designate the Chairman of the Finance Committee.

Responsibilities of the Finance Committee shall include the following:

- A. To annually develop with input of the Deacons and other Ministries leaders and propose to the Elders Ministries (including missions) and Capital Budgets for recommendation by the Elders to members of the church for approval at the annual meeting of members of the church;
- B. To administer and oversee the finances of the church in behalf of and within limits set by the Elders and in so doing to exercise financial control against budget, to exercise authority for approval of ministry and capital expenditures in excess of budgeted line-item amounts, and to report the same to Elders and, with respect to property and facilities, to the Deacons as well;
- C. To provide ongoing coordination as between the Deacons and Elders with respect to property and facilities issues as may from time to time arise.

(Revised September 15, 2008)

## POLICY ON SPACE ALLOCATION

### POLICY:

The Elder Board determines space allocation of grounds and facilities based on ministry needs.

ADOPTED: 3/21/05

## POLICY ON QUALIFIED GIVING

POLICY:

All gifts to the Gibson City Bible Church shall be “Qualified Gifts” applied for the ministries of the Gibson City Bible Church under direction and at the final discretion of the elders. The church will not accept “Non-Qualified Gifts.”

A “Non-Qualified Gift” is a gift received by the church that is conditioned upon its application to a Non-Qualified Recipient or use that is outside the ministries of the church. A Non-Qualified Gift will not qualify for tax-deductible receipt.

A Non-Qualified Recipient is one that has not qualified as a 501(c)(3) charitable or religious organization.

Gifts may be designated among approved ministries funds of the church, such as (without limitation): operating fund, building fund, missions, benevolence, short-term missions, or a particular church-approved short-term mission. These are Qualified Gifts applied for the ministries of the church.

Each restricted contribution designated toward an Elder - approved ministry or project will be used as designated with the understanding that when the need for that church ministry or project has been met, or cannot be completed for any reason determined by the Elder Board, the remaining restricted contributions designated for such ministry or project shall be applied among the ministries and uses of the Church as the Elders may direct.

Gifts designated among the approved ministries of the church shall be acknowledged by receipt including the following language: The contribution is received with the understanding that the Elder Board of the Gibson City Bible Church has complete control and administration over the use of donated funds.

A gift to an approved short-term mission bearing or accompanied by notation that it be credited to the fund-raising commitment of an individual participant in that mission is a non-refundable gift to the church for application to that mission and is a Qualified Gift.

Gifts to the benevolence fund may be accompanied by expression of a need of which the donor is aware. So long as the gift is not conditioned upon its application to that need, the gift is a Qualified Gift.

At least annually, the church shall issue a receipt for all Qualified Gifts received within the applicable reporting period.

ADOPTED – May 17, 2010

POLICY ON CHURCH EMAIL LIST

## I. POLICY:

The church email list may be used for the edification and convenience of the church body, however, it may not be used for the financial profit of a business or individual.

## II. PROCEDURE:

- A. The administrative assistant will manage all requests to post messages to the all-church email list. Following is a list of guidelines for the administrative assistant to follow. If unsure about the appropriateness of a particular request, the administrative assistant may consult with a pastor, elder, or deacon for a final judgment.
- B. Examples of approved uses may include but are not limited to:
  1. Prayer requests.
  2. Communication concerning a physical, financial or spiritual need.
  3. To advertise church events or make schedule changes or reminders.
  4. To give away desirable items.
  5. To request help with a particular project (moving, car repair, etc.)
  6. Communication by the church leadership to the church body, including requests for financial assistance for ministry use.
- C. Unapproved uses include any request to use the all-church email for profit.
  1. The church email list may not be shared with any outside for-profit agency.
  2. Any request to share the church email list with another ministry should be approved by the elders.
  3. Individuals, including church members, may not use the church email list to solicit the sale of products or services.
  4. Businesses, including those whose owners or employees include church members, may not use the church email list to solicit the sale of products or services.

Adopted –

Deacons: 3/8/10

Elders: 6/21/10